



Program Supervisor - JDC

Details

Job ID : 392

Title : Program Supervisor - JDC

Job Code : 930

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Juvenile Services

Purpose

RESPONSIBLE FOR PROVIDING SUPERVISION OVER LOCAL JUVENILE DRUG COURT PROGRAM AND ENSURING PARTICIPANTS ARE COMPLYING WITH PROGRAM REQUIREMENTS.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 2 Years of Related Experience

Job Required Knowledge

- KNOWLEDGE OF CRIMINAL JUSTICE SYSTEM, THE FIELD OF MENTAL HEALTH, AND RELATED COMMUNITY RESOURCES.
- 4 YEAR COLLEGE DEGREE MUST BE IN A HUMAN SERVICES FIELD
- 2 YEARS OF RELATED EXPERIENCE MUST BE WITH SUBSTANCE ABUSE ISSUES

Job Skills/Abilities

- MUST BE ABLE TO DEAL WITH HIGHLY STRESSED PEOPLE
- BASIC COMPUTER SKILL
- GOOD ORGANIZATIONAL SKILLS
- COMMUNICATION SKILLS

Job Duties

- RESPONSIBLE FOR PARTICIPANT INTAKE UTILIZING THE ADDICTION
- SEVERITY INDEX ASSESSMENT AND OTHER INFORMATION AND FOR PREPARING AN INDIVIDUALIZED PROGRAM PLAN FOR EACH PARTICIPANT TO DETERMINE THE APPROPRIATE COUNSELING ASSIGNMENTS AND SUPPORT SERVICES
- WORKS WITH COMMUNITY AGENCIES TO PROVIDE RESOURCES SUCH AS FINANCIAL ASSISTANCE, ALTERNATIVE HOUSING, MEDICAL SCREENING, EDUCATIONAL AND VOCATIONAL REHABILITATION, AND SUBSTANCE ABUSE TREATMENT PROVIDERS
- ACTS AS LIAISON TO PROMOTE THE DRUG COURT PROGRAM IN THE LOCAL COMMUNITY
- ALSO RESPONSIBLE FOR MAINTAINING AND REPORTING PROGRAM DATA AS REQUIRED AND SUPERVISORY RESPONSIBILITIES
- OTHER DUTIES AS ASSIGNED